Statement

A system of internal and external audit review is an effective means to confirm the effective operation of the Work Health and Safety (WHS) management system at MacKillop Catholic College and to identify deficiencies.

Definition

Audit review - planned review against a checklist of material items relevant to giving an assurance that reasonably practical steps have been taken to ensure a safe working environment.

Guidelines

MacKillop’s system of internal and external audit review will include:

- essential health and safety checks, aligned to form 46 requirements, conducted 4 times during the calendar year (once per term);

- acting on feedback, issues and alerts from Workplace Standards Tasmania, the Independent Schools WHS networking group, Tasmanian Catholic Education Office, and Broken Bay CSOHS;

- internal audit review program conducted during the calendar year in the following sequence:
  1. Construction/MDT/Applied Technology;
  2. Hospitality/Food Studies;
  3. Science: facilities and equipment;
  4. HPE/OE: facilities, equipment and sport;
  5. Hygiene: Canteen, amenities and toilets;
  6. Learning areas including classrooms, library, art rooms;
  7. Administration areas including reception, staff offices and staff room;
  8. Grounds and all external surfaces.

- internal audit review program for generic activities including:
  1. Plant and equipment;
  2. Electrical;
  3. College camps and excursions.

- once per term review of MacKillop’s WHS Annual Plan for the current year;
- reviews against WHS Codes of Practice as scheduled in the MacKillop Catholic College WHS Annual Plan;
- annual WHS management system review against AS 4801 Occupational Health and Safety Management Systems; and
- external audit reviews on an “as required” basis.